

SECRET

FILE

Records

25 NOV 1970

MEMORANDUM FOR:

25X1

SUBJECT : Recommendation #5 for Special Projects Files

REFERENCE : Memo for
dtd 27 Oct 70, same subj.

25X1

1. As a result of the recommendation made, the records presently maintained by this office were reviewed to see what improvements could be effected. This review revealed that only current working files which are considered necessary for conducting day-to-day business are being maintained. When important records are no longer required, they are sent to the DDS Registry which coordinates the actual transfer to the Records Center.

2. Based on the above review, it is felt that any transfer of currently held records from this office to the Records Center is not practical at this time.



25X1

Special Assistant to the
Deputy Director for Support

DDS/HB dm (24 Nov 70)

Distribution:

- Orig - EXO/DDS
- ✓ 1 - SA-DD/S (DD/S Subject)
- 1 - DDS/HB
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